Lesson: Lesson 2: Presentation Basics

Multiple Choice

1. Which of the following is an advantage to using a blank presentation to start a slide show?

a) You can focus on writing text rather than on formatting.

b) A blank presentation is automatically saved when you close it.

c) Blank presentations have more slide layouts by default than any of the templates.

d) Only blank presentations display a title slide as the first slide.

Ans: a

Difficulty: Easy

Section Ref: Creating a New Blank Presentation

2. A content placeholder can hold \_\_\_\_\_\_\_\_\_\_.

a) text

b) a picture

c) a table

d) any of the above

Ans: d

Difficulty: Easy

Section Ref: Creating a New Blank Presentation

3. To enter text in a placeholder, you must first \_\_\_\_\_\_\_\_\_\_.

a) click in the placeholder

b) double-click the placeholder

c) right-click the placeholder

d) delete the sample text in the placeholder

Ans: a

Difficulty: Easy

Section Ref: Creating a New Blank Presentation

4. A drop-down list that displays thumbnails of different choices is called a \_\_\_\_\_\_\_\_\_\_.

a) dialog box

b) shortcut menu

c) gallery

d) group

Ans: c

Difficulty: Medium

Section Ref: Creating a New Blank Presentation

5. To create a presentation from a template stored on your system, choose \_\_\_\_\_\_\_\_\_\_ in the New Presentations dialog box.

a) My Templates

b) Office Templates

c) Sample Templates

d) New from existing

Ans: c

Difficulty: Easy

Section Ref: Creating a Presentation from a Template

6. A collection of font, color, and effect settings is called a \_\_\_\_\_\_\_\_\_\_.

a) template

b) design

c) layout

d) theme

Ans: d

Difficulty: Easy

Section Ref: Creating a Presentation from a Template

7. The most efficient way to add a new slide that is the same layout as the current slide is to \_\_\_\_\_\_\_\_\_\_.

a) click the New Slide button

b) click the New Slide drop-down arrow and select the desired layout

c) click the Add Slide button and then use Layout to specify the layout

d) click the Insert Slide button

Ans: a

Difficulty: Medium

Section Ref: Creating a Presentation from a Template

8. A new slide always appears \_\_\_\_\_\_\_\_\_\_.

a) before the active slide

b) at the end of the presentation

c) after the active slide

d) at the beginning of the presentation

Ans: c

Difficulty: Easy

Section Ref: Creating a Presentation from a Template

9. What happens when you click a slide in the Reuse Slides task pane?

a) The slide enlarges so you can read it better.

b) The slide is selected.

c) The slide is inserted following the current slide in the Slide pane.

d) The slide is inserted at the end of the presentation.

Ans: c

Difficulty: Medium

Section Ref: Creating a Presentation from a Template

10. You have been asked to create a new presentation very similar to one you previously created. The most efficient option for creating the new presentation is to \_\_\_\_\_\_\_\_\_\_.

a) use the New from existing option

b) copy the slides from the existing presentation into a new presentation

c) start a new presentation and recreate the slides from the other presentation

d) create an outline from the other presentation and import it to create the new presentation

Ans: a

Difficulty: Easy

Section Ref: Creating a Presentation from Existing Content

11. Suppose you created a new presentation from one named MySlides. Your new presentation’s name would be \_\_\_\_\_\_\_\_\_\_.

a) My Slides

b) MySlides1

c) Copy of MySlides

d) Presentation1

Ans: d

Difficulty: Medium

Section Ref: Creating a Presentation from Existing Content

12. In a presentation created from an outline, paragraphs formatted with the Heading 2 style become \_\_\_\_\_\_\_\_\_\_.

a) slide titles

b) bullet items

c) headers

d) footers

Ans: b

Difficulty: Easy

Section Ref: Creating a Presentation from Existing Content

13. If you accidentally delete a slide, you should \_\_\_\_\_\_\_\_\_\_.

a) save and close the presentation

b) recreate the slide immediately

c) click the Undo button to restore the slide

d) replace the slide with a different one

Ans: c

Difficulty: Medium

Section Ref: Adding, Deleting, and Organizing Slides

14. Which of the following is *not* a guideline to observe when presenting your slides to an audience?

a) be brief

b) be amusing

c) be consistent

d) write concisely

Ans: b

Difficulty: Medium

Section Ref: Workplace Ready: Presenting with a Purpose

15. If you are using a black-and-white printer, Print Preview will display your slides in \_\_\_\_\_\_\_\_\_\_.

a) grayscale

b) color

c) two colors only

d) sepia

Ans: a

Difficulty: Medium

Section Ref: Printing a Presentation

16. To change a slide's layout, click the Slide Layout button on the \_\_\_\_\_\_\_ tab.

a) Home

b) Insert

c) Slide show

d) Design

Ans: a

Difficulty: Medium

Section Ref: Creating a New Blank Presentation

17. To change the default save location for PowerPoint files, click File, and click \_\_\_\_\_\_\_.

a) Settings

b) Options

c) Locations

d) Save & Send

Ans: b

Difficulty: Medium

Section Ref: Saving a Presentation

18. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ is in a widely accepted generic format, useful for sharing files with people who use OpenOffice and other freeware office suites.

a) Standard

b) XML

c) WordPerfect

d) OpenDocument

Ans: d

Difficulty: Medium

Section Ref: Saving a Presentation

19. To start a new presentation based on a template stored on your PC, click the File tab, click New, and then click \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

a) Local Templates

b) Sample Templates

c) Previously Used Templates

d) Office Templates

Ans: b

Difficulty: Medium

Section Ref: Creating a Presentation from a Template

20. One way to create a new slide is to click the New Slide button on the \_\_\_\_\_\_\_\_ tab.

a) Home

b) Insert

c) Design

d) Slide Show

Ans: a

Difficulty: Easy

Section Ref: Adding, Deleting, and Organizing Slides

21. To import content from a Word document, click File, Open, and change the File type setting to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

a) XML

b) HTML

c) All Outlines

d) Templates

Ans: c

Difficulty: Hard

Section Ref: Creating a Presentation from Existing Content

22. A(n) \_\_\_\_\_\_\_\_\_\_\_\_\_ on a SharePoint server enables people to publish presentations with each slide saved as an individual file.

a) SMTP server

b) Slide library

c) FTP site

d) Exchange server

Ans: b

Difficulty: Medium

Section Ref: Creating a Presentation from Existing Content

23. To open the Paste Special dialog box, click the down arrow under the Paste button on the \_\_\_\_\_\_\_\_ tab, and click Paste Special.

a) Home

b) Insert

c) Design

d) Review

Ans: a

Difficulty: Medium

Section Ref: Creating a Presentation from Existing Content

24. In \_\_\_\_\_\_\_\_\_ view, you can type speaker notes in the Notes pane at the bottom of the screen.

a) Reading

b) Slide Sorter

c) Slide Show

d) Normal

Ans: d

Difficulty: Easy

Section Ref: Adding Notes to Your Slides

25. To use print preview, open the File menu and click \_\_\_\_\_\_\_\_\_\_\_.

a) View

b) Save & Send

c) Print

d) Preview

Ans: c

Difficulty: Easy

Section Ref: Printing a Presentation

True/False

26. If you apply a new layout to a slide that contains content, existing content is overwritten and must be re-entered.

Ans: False

Difficulty: Medium

Section Ref: Creating a New Blank Presentation

27. When you reuse a slide from a different presentation, it automatically displays the theme of the current presentation.

Ans: True

Difficulty: Medium

Section Ref: Creating a Presentation from a Template

28. An easy way to create a presentation is to simply open a Word outline in PowerPoint.

Ans: True

Difficulty: Medium

Section Ref: Creating a Presentation from Existing Content

29. When you delete a slide, PowerPoint will ask if you are sure you want to remove the slide.

Ans: False

Difficulty: Medium

Section Ref: Adding, Deleting, and Organizing Slides

30. When you preview the outline of a slide, you see a thumbnail of each slide along with the text of the presentation.

Ans: False

Difficulty: Medium

Section Ref: Printing a Presentation

31. To place text in a placeholder box, click inside the box and start typing.

Ans: True

Difficulty: Easy

Section Ref: Creating a New Blank Presentation

32. When saving a presentation for the first time, the Save and Save As commands act identically.

Ans: True

Difficulty: Medium

Section Ref: Saving a Presentation

33. The default PowerPoint 2010 presentation can also be opened and read in PowerPoint 2007.

Ans: True

Difficulty: Medium

Section Ref: Saving a Presentation

34. In a presentation, slides 1 and 5 would be considered non-contiguous.

Ans: True

Difficulty: Medium

Section Ref: Adding, Deleting, and Organizing Slides

Fill-in-the-blank

35. You can find the Layout button on the \_\_\_\_\_\_\_\_\_\_ tab.

Ans: Home

Difficulty: Easy

Section Ref: Creating a New Blank Presentation

36. An easy way to increase a paragraph’s indent level is to press \_\_\_\_\_\_\_\_\_\_ at the beginning of a line.

Ans: Tab

Difficulty: Hard

Section Ref: Creating a Presentation from Existing Content

37. The easiest way to remove a slide from a presentation is to select it in the Slides pane and press \_\_\_\_\_\_\_\_\_\_.

Ans: Delete

Difficulty: Easy

Section Ref: Creating, Deleting, and Organizing Slides

38. To keep track of additional data you want to share with your audience orally, rather than on the slide, insert the data in the \_\_\_\_\_\_\_\_\_\_ pane.

Ans: Notes

Difficulty: Easy

Section Ref: Adding Notes to Your Slides

39. One way to see your notes as you present slides is to use \_\_\_\_\_\_\_\_\_\_ view.

Ans: Presenter

Difficulty: Hard

Section Ref: Adding Notes to Your Slides

40. To switch to Notes Page view, click the Notes Page button on the \_\_\_\_\_\_\_\_\_\_ tab.

Ans: View

Difficulty: Easy

Section Ref: Adding Notes to Your Slides

41. To see a print preview, click the \_\_\_\_\_\_\_\_ tab and then click Print.

Ans: Print

Difficulty: Easy

Section Ref: Printing a Presentation

42. To print a version of the presentation without any graphics, print it as a(n) \_\_\_\_\_\_\_\_\_\_.

Ans: Outline

Difficulty: Hard

Section Ref: Printing a Presentation

43. When printing in \_\_\_\_\_\_\_\_\_\_ mode, each color appears as a shade of gray.

Ans: Grayscale

Difficulty: Hard

Section Ref: Printing a Presentation

44. Switch to Slide Show view at any time by pressing the \_\_\_\_\_\_\_\_\_\_ key.

Ans: F5

Difficulty: Hard

Section Ref: Printing a Presentation

45. To create a new presentation, click the File tab and click \_\_\_\_\_\_\_.

Ans: New

Difficulty: Easy

Section Ref: Saving a Presentation

46. In the Slides/Outline pane, pressing \_\_\_\_\_\_\_\_\_\_ promotes a paragraph to a higher level in the outline.

Ans: Shift+Tab

Difficulty: Medium

Section Ref: Adding, Deleting, and Organizing Slides

47. To duplicate a slide in Slide Sorter view, hold down the \_\_\_\_\_ key as you drag the slide to another location in the presentation.

Ans: Ctrl

Difficulty: Medium

Section Ref: Adding, Deleting, and Organizing Slides

48. To remove a slide from the presentation, select it in Slide Sorter view and press the \_\_\_\_\_\_ key.

Ans: Delete

Difficulty: Medium

Section Ref: Adding, Deleting, and Organizing Slides

49. To open the Reuse Slides task pane, on the Home tab, click the arrow under the \_\_\_\_\_\_\_\_ button and click Reuse Slides on the menu that appears.

Ans: New Slide

Difficulty: Hard

Section Ref: Creating a Presentation from Existing Content

50. To watch a presentation in Slide Show view from the beginning, click the \_\_\_\_\_\_\_\_\_\_ tab and then click the From Beginning button.

Ans: Slide Show

Difficulty: Medium

Section Ref: Printing a Presentation

Short Answer

51. If you know you may have to use a presentation with an earlier version of PowerPoint, what format should you use when you save it?

Ans: PowerPoint 97-2003 Presentation

Difficulty: Hard

Section Ref: Saving a Presentation

52. To create slides that use Word headings to make up the title and bullet items, what do you click on the New Slide drop-down menu?

Ans: Slides from Outline

Difficulty: Medium

Section Ref: Creating a Presentation from Existing Content

53. Key (or keys) would you press to make a bullet subordinate to the bullet above it?

Ans: Tab

Difficulty: Hard

Section Ref: Creating a Presentation from Existing Content

54. What key (or keys) can you press to reduce a paragraph’s indent level, promoting it to a higher-level heading in the outline?

Ans: Shift + Tab

Difficulty: Hard

Section Ref: Creating a Presentation from Existing Content

55. What displays in Slide Sorter view to indicate where a slide will appear when you drag it to a new position?

Ans: vertical line

Difficulty: Easy

Section Ref: Adding, Deleting, and Organizing Slides

56. Besides Notes Page view, what other view enables you to edit speaker notes?

Ans: Normal

Difficulty: Medium

Section Ref: Adding Notes to Your Slides

57. What button’s drop-down arrow do you click on the Print Preview tab to choose how to preview the slides?

Ans: Print What

Difficulty: Medium

Section Ref: Printing a Presentation

58. What option do you select from the Print All Slides button's menu to print only the slide that is active on the screen?

Ans: Print Current slide

Difficulty: Medium

Section Ref: Printing a Presentation

59. What printing option prints a black border around each slide?

Ans: Frame Slides

Difficulty: Hard

Section Ref: Printing a Presentation

60. What printing option should you choose if your slides have text or graphics with shadows?

Ans: High-Quality

Difficulty: Hard

Section Ref: Printing a Presentation

Essay

61. How do you start a new blank presentation if you are already working on another presentation?

Ans: Click the File tab, click New, click the Blank Presentation icon in the New Presentation dialog box, and then click Create.

Difficulty: Easy

Section Ref: Creating a New Blank Presentation

62. Describe the appearance of the first slide in a blank presentation.

Ans: The first slide of a blank presentation is a title slide. It displays placeholders for a slide title and subtitle. The slide background is white, and the placeholder text is a sans serif font (Calibri). The slide title placeholder text is black and the subtitle text is gray.

Difficulty: Medium

Section Ref: Creating a New Blank Presentation

63. Describe two options you can use to save a presentation for the first time.

Ans: Choose any two of these options: Click the Save button on the Quick Access Toolbar, click the Save command on the File menu, or press Ctrl + S. Any of these options opens the Save As dialog box.

Difficulty: Medium

Section Ref: Saving a Presentation

64. What is the advantage of creating a new presentation from a template?

Ans: A template is already formatted with backgrounds, fonts, layouts, and sample graphics, so a user only has to replace text and graphics to have a complete, professional-looking presentation.

Difficulty: Medium

Section Ref: Creating a Presentation from a Template

65. You have just completed the title slide of a new presentation and want to insert a slide that uses the Section Header layout. What steps do you take to insert the new slide?

Ans: With the title slide active, click the drop-down arrow of the New Slide button on the Home tab. Click the Section Header layout.

Difficulty: Easy

Section Ref: Creating a Presentation from a Template

66. How would you move slide 4 above slide 2 using the Slides tab in Normal view?

Ans: In the Slides tab, click on slide 4 to select it. Drag it up until a horizontal bar displays above slide 2. Release the mouse button to drop slide 4 in its new position.

Difficulty: Hard

Section Ref: Adding, Deleting, and Organizing Slides

67. How would you indicate on the Print page of Backstage view that you want to print the first and fourth slides of a presentation?

Ans: Click in the Slides text box and type 1,4.

Difficulty: Hard

Section Ref: Printing a Presentation

68. What steps do you take on the Print page of Backstage view to print handouts?

Ans: On the Print page of Backstage view, click the Full Page Slides button to open a menu, and click one of the layouts in the Handouts section of the menu.

Difficulty: Hard

Section Ref: Printing a Presentation

69. Why would you consider printing a color presentation in grayscale mode?

Ans: First, it saves time to print, because color printers generally print faster in grayscale or black-and-white mode. Second, printing in grayscale is more economical because it reduces the use of colored ink or toner.

Difficulty: Medium

Section Ref: Printing a Presentation

70. Describe two ways to preview slides before you print them or deliver a presentation.

Ans: First, you can use Print Preview: Click the File tab and click Print, and a print preview appears. Use the Next Page arrow below the preview to advance through the slides. Second, you can view the slides in Slide Show view: Click the From Beginning button in the Slide Show tab (or press F5) to start the presentation. Click the left mouse button to advance from slide to slide.

Difficulty: Medium

Section Ref: Printing a Presentation